

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF HUMAN RESOURCES

June 21, 2002

**HUMAN RESOURCE MEMORANDUM 4-02**

**TO:** Agency Heads, Directors of Administrative Services, and Human Resource Representatives

**SUBJECT:** Implementing Temporary Layoff for July 5, 2002

As Governor King has announced, State Government offices will be closed on Friday, July 5, 2002. It is also anticipated that State offices will be closed for an additional two days prior to June 1, 2003, with the specific dates to be announced later. The purpose of this memorandum is to provide agencies with information and instructions concerning the processing and record keeping requirements necessary to implement this temporary layoff. These closures will affect all employees, programs, and offices, regardless of employee position type or funding source.

Employees are to be informed not to report to work on July 5, unless they are specifically instructed to the contrary. Employees may not be allowed to work without compensation. It is incumbent on each appointing authority to ensure that all employees are informed of the closure. Each appointing authority must immediately determine which employees, if any, will be required to work on July 5 and, if an employee is required to work, of the alternate arrangements that will be necessary to accomplish equivalent temporary layoff time without pay.

The temporary layoff scheduled for July 5 will not impact the July 4, Independence Day holiday. State employees who are otherwise eligible for holiday pay will receive holiday pay for July 4, even though State offices will be closed on July 5.

A "workday" is considered to be 1/10<sup>th</sup> of an employee's authorized biweekly position hours, whether full-time or part-time, and regardless of work schedule.

- If the authorized biweekly hours exceed 80, 8 hours will constitute a workday.
- Employees who are scheduled to work more than 8 hours on a closure day (e.g.: 4/10-hour days) may: (1.) use vacation, compensatory time or personal leave time for the balance of the closure day, or (2.) revert to a 5 day, eight-hours per day schedule for the workweek that includes July 5.
- If a full-time or part-time employee is not scheduled to work on July 5, he or she must schedule time off without pay equal to 1/10 of his or her authorized biweekly position hours during the two-week pay period that includes July 5. If that is not possible to schedule, an alternative temporary layoff day must be taken during the next two-week pay period. Generally, alternate temporary layoff time must be taken as a full day off, not in hourly increments.
- No paid leave time may be substituted for Special Pay 19, Temp Layoff. If an employee is already scheduled for vacation, sick leave, compensatory time or personal leave for July 5, the time off must be changed to Special Pay 19, Temp Layoff.

Even though State offices will be closed on July 5, it may be necessary for some employees to work. This circumstance will generally be associated with the health, safety, or security of the public. In the event that an employee is specifically required to work during a closure:

- The employee's appointing authority must specifically authorize an employee to work on July 5. Such authorization must be made on the basis of operational needs.
- Each appointing authority must provide the Bureau of Human Resources with a list of employees who are specifically required to work on July 5. The list of employees who are specifically required to work on July 5 must clearly identify the agency, each employee's name, and employee social security number, and must be provided to BHR by the close of business on June 28. MFASIS will provide a report of all employees who have not been processed for Special Pay 19, Temp Layoff, for July 5. (Unforeseen amendments to the list of employees who are required to work on July 5 should be forwarded to BHR on Monday morning, July 8.)
- An employee who is required to work on July 5 must take an alternative temporary layoff day (1/10<sup>th</sup> of authorized position hours) during the two-week pay period that includes July 5. If that is not possible to schedule, an alternative temporary layoff day must be taken during the next two-week pay period. Alternate temporary layoff time must be taken as a full day off, not in hourly increments.
- Other exceptional circumstances will be dealt with under separate cover.

Other important considerations of the July 5, 2002 temporary layoff are:

- Time not worked during temporary layoff is not counted as time worked for purposes of computing overtime.
- The temporary layoff does not constitute a break in continuous service.
- The temporary layoff does not affect health, dental or life insurance benefits.
- Employees who are on seasonal layoff are not affected by a temporary layoff that occurs during his or her seasonal layoff.
- Temporary layoff will not impact leave accrual rates.

## **PROCESSING INSTRUCTIONS**

As is stated above, July 5 will be processed using Special Pay 19, Temp Layoff. Special Pay 19 transactions will be generated automatically for all employees for the pay period. Full-time employees, including seasonal employees, project employees, and Government Interns, will be processed for 8 hours of Special Pay 19 for July 5. Special Pay 19 for part-time employees will be based upon 1/10<sup>th</sup> of the authorized biweekly position hours.

Automatically generated transactions may be viewed on the UTRU1 screen. Additional entries or changes must be entered using the customary time and attendance screen (HUEUS).

Tracking of temporary layoff is a critical record keeping component. Exception reports will be generated immediately following payroll processing for pay period that includes July 5, 2002. The reports will list all employees who have not been processed for temporary layoff during the pay period. If an employee has not been processed for Special Pay 19, he or she must be scheduled for alternative time off as outlined above.

Questions regarding contract administration should be directed to the Bureau of Employee Relations. Questions regarding payroll processing should be addressed to the Bureau of Human Resources or Bureau of Accounts and Control, as appropriate. Questions regarding the impact of the closure on workers' compensation benefits should be referred to the appropriate workers' compensation claims manager at the Division of Employee Health and Benefits. Questions regarding the July 5, 2002 closure that have statewide application will be addressed and communicated to agencies in a Q & A format as they arise.

A handwritten signature in black ink, appearing to read 'D. Wills', is positioned above the printed name.

Donald A Wills, Director  
Bureau of Human Resources

DAW/pjs